

UNITED STATES MISSION - BOGOTA

VACANCY ANNOUNCEMENT

094

Job Vacancy

November 20, 2003

OPEN TO: All Interested Candidates

POSITION: **VOUCHER EXAMINER (C-703)**

CLOSING DATE: **Thursday, December 4, 2003**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC –8 – Col. Ps. \$30,450,598 per year

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO:

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.

- Outside applicants must submit the employment application to the Embassy receptionist.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Voucher Examiner in the USAID (United States Agency for International Development).

BASIC FUNCTIONS OF POSITION

This position is located in the Financial Management Office, USAID/Colombia, Bogota. The primary purpose of this position is to serve as Voucher Examiner on the USAID/Colombia Financial Management Team. Perform all duties required in the reviewing, auditing and recording the most difficult and complex types of vouchers involving program and operating expense funds. Responsible for the review, processing and recording of all Project/OE related payments, involving specified project portfolios for USAID/Colombia; USAID/Colombia has a diversified and complex program which is the largest program, in terms of funding, in the LAC Bureau.

Given the characteristics of this position, the career ladder concept will be considered and a candidate may be hired at a lower level appropriate for his/her current education and experience vis-à-vis those required by the incumbent position's responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Examines and processes, all types of difficult and complex program and OE funded payment vouchers, including but not limited to the following: payment claims under contracts, purchase orders (local and U.S. vendors), grants and cooperative agreements. This processing includes the following steps:

- a. Verify that appropriate authorizations and certifications are attached along with valid supporting documentation and or receipts; and that financial fiscal data is accurate and complete.
- b. Determine that claims are in accordance with established AID regulations, disbursements procedure, agreements and contract provisions.
- c. Pre-review to verify that unliquidated obligation/ commitment balance is sufficient to process payment or advance requests and ensure that improper or duplicate payments do not occur. Ensure that Final Payment Vouchers are properly marked and appropriate action taken.

d. Assure that the payment documentation is internally consistent and complete before submission to the Certifying Officer for signature.

2. May perform post review of vouchers at the implementing agencies where accounting systems have been approved and cost summaries submitted. This will involve complete review of supporting documents and proof of cost summaries submitted. In conjunction with the Financial Analyst or Accountant, will test internal control procedures of the implementing agencies.

3. Maintains appropriate contract control sheets and working files for each individual project obligation/commitment and advance. This will ensure the control of all individual line items of the obligation/commitment. These files will also contain copies of the obligation/commitment document and all vouchers processed for the account. Subsidiary working papers for advances in both US\$ and local currency for aiding in the voucher review process.

4. Assists the Accountant in the development of quarterly accruals expenditures by project input.

5. Other Duties:

- a) Actively reviews outstanding Advances and actively performs necessary follow-up, including written memoranda to the activity managers.
- b) Prepares short memoranda to Activity Managers explaining reasons for disallowances of processed vouchers. Requests additional documents or clarification when required, and provides copies of all paid vouchers to the Activity Manager or payee.
- c) As required, may provide training and instruction to personnel of USAID implementing partners and grants and mission personnel who need to know about payment procedures, contract allowances and other payment matters.
- d) Provides information and guidance to Activity Managers, grantees, suppliers and contractors regarding payment matters. Performs additional duties and responsibilities as assigned by the USPSC Controller.

MINIMUM QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education: High School graduate with emphasis in accounting or commerce is required.

- b. Prior Work Experience: Three to four years of professional working experience in accounting/business experience is required.
- c. Language Proficiency: Level III English proficiency and fluent Spanish are required.
- d. Knowledge, Abilities and Skills: Ability to comprehend and logically and properly execute the payment process, including various and detailed technical program regulations as exist in USAID programs. Must have tact and ability to explain clearly and convincingly the reasons for any questioned costs claimed. Proficient in Microsoft Office applications-specifically MS Word and EXCEL.

DESIRED QUALIFICATIONS:

- a. Education: Two years of University in Business or Accounting is highly desirable.
- b. Prior Work Experience: Three to four years prior related progressive work experience in voucher examination is preferred. Working knowledge of USG loan and grant projects is preferred.
- c. Knowledge, Abilities and Skills: Knowledge of relevant portions of USAID's Automated Directive Systems (ADS), Series 300 and 600, the MACS Manual, Mission Internal Procedures, Federal Travel Regulations, and Dept. of State Standardized Regulations is highly desirable.

ADDITIONAL INFORMATION:

Post Entry Training: Specific on the job training in the operation of USAID's unique payment processing and tracking system known as MACSTRAX. Attendance at USAID's Financial Management Overview course when offered.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE EMBASSY BY:
12/04/03**

DISTRIBUTION: "BB"

